



Human Resources Director

City of Miami Gardens, FL. (109,700)

Posted Date: 2/13/14

Deadline: 2/27/14, or until filled.

Starting Salary: \$100,000 min. to \$115,000 mid. /DOQ

Nature of Work:

This is administrative and professional work in planning, directing and coordinating the City's central Human Resources and Risk Management programs. Under general direction and broad policy guidance, this employee exercises extensive initiative and independent judgment in assuring that personnel functions are accomplished in accordance with employment law and municipal administrative policies. The incumbent is expected to exercise independent judgment in developing and carrying forward the City's personnel and risk programs and assisting employees in matters related to personnel and risk management.

Employee is required to work effectively with and maintain communications with senior and subordinate personnel. Work is reviewed through conferences, reports, observations, success of the program and new procedures developed and implemented to achieve goals established.

Minimum Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree in human resources management, business or public administration, or closely related field. A Master's degree is preferred. Ten (10) years of progressive supervisory/managerial experience in public sector personnel administration, at least four (4) years of which involve a large public or private sector personnel program. Education and experience that is determined to be directly related to the specific foregoing requirements may be substituted. Possess and maintain a valid state of Florida driver's license and satisfactory driving record throughout employment. SPHR certification desired.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622- 8265
www.miamigardens-fl.gov
EOE M/F/D/V; Drug-Free Workplace